

## REQUIRED ATTACHMENTS FOR RESIDENTIAL CARE PROVIDER CERTIFICATION

**The following material must be provided with each Residential Care Provider Certification Application:**

- A. Facility fact record, State Form 48160, for each facility where services are provided. Specify services provided at each site
- B. Statement signed by the CEO indicating that the agency is applying to become a Residential Care Provider
- C. List of current governing board members
  - Denote physician or health services professional in psychology
  - Do not identify by name the consumer board member; attach statement signed by the CEO which attests there is primary or secondary consumer representation on the board pursuant to 440 IAC 6-2-3(c)(2).
- D. Documentation of educational qualifications and managerial experiences of the Chief Executive Officer (Master's degree required)
- E. Copies of current professional health provider licenses of a board member and of the professional services director
- F. List of names and positions of executive staff
- G. Description of organization which includes:
  - Ownership information (legal name, address, phone, fax, e-mail address, CEO or owner)
  - Organizational structure of applicant agency
  - Mission statement of the applicant agency
- H. Description of the services to be provided and how the organization will provide them
- I. Evidence of general liability insurance in the minimum amount of \$500,000
- J. Copy of procedures instituted to insure client rights under IC 12-27, IC 16-39 and 42 CFR Part 2 (if applicable)
- K. Copy of client rights provided to the consumer and a copy of the client rights forms to be signed by the client
- L. Copy of the complete accreditation report, including all correspondence relating to the report for Residential Care Providers who operate Supervised Group Living Facilities or Transitional Residential Facilities with sixteen (16) or more beds
- M. Copy of any existing waiver from DMHA for any Transitional Residential Facilities with sixteen (16) or more beds
- N. Copy of the most current annual audit, including the balance sheet of assets and liabilities, prepared by an independent certified public accountant